



**GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #15-005
Revised Re-announcement**

POSTED: August 12, 2014

DEADLINE: August 15, 2014

JOB TITLE: Project Manager/MG: Business Operations

JOB CODE: 60015

PAYGRADE: 19

POSITION NUMBER: TBD

LOCATION: Georgia Crime Information Center (GCIC)/
Plans & Program Development
GBI Headquarters – Decatur, Georgia

SALARY RANGES: \$52,331, – \$74,759 annually

DUTIES AND RESPONSIBILITIES:

This position will provide leadership, organization and coordination to support the strategic objectives for the Plans and Program Development unit of GCIC. In addition to leading and directing the project management team through effective communication, motivation, coaching and training. Utilizes project management skills to effectively provide oversight of all projects while promoting the continuous improvement of the project management processes, while collaborating with the management team.

MINIMUM QUALIFICATIONS

Completion of a Bachelor's degree from an accredited college or university in a related field and two years' experience managing professional level staff

OR

Six years related professional experience, two years of which was managing professional level staff

OR

A combination of education and experience at the agency discretion

PREFERRED QUALIFICATIONS

In addition to the minimum qualifications, preference will be given to applicants with work experience in one or more of the following:

- Experience and knowledge in the use of project management practices.
- Experience and understanding of the process and framework of project/program management and delivery.

- Demonstrated capability in time management, decision making, relationship building and interpersonal skills.
- Diligent with attention to details, organization and planning.

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

This position is a revised re-announcement. Applicants who submitted applications in response to the previous posting, 08/01/14 – 08/06/14 are still under consideration.

TO APPLY:

- **SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:**

Georgia Bureau of Investigation
Attn: Human Resources
P. O. Box 370808
Decatur, GA 30037-0808

Applications may be obtained by clicking the following link: [GBI State Application](#)

- The Job Vacancy Number, along with Job Title and Job Code must be listed on applications for this vacancy.
- Applications should be filled out carefully and completely. **Applications will not be considered that have “see attached” in lieu of completing the work history and job information on the application.**
- Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Applicants who are not selected for an interview will not receive notification.
- The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening. Click the following link for a list of [GBI Employment Disqualifiers](#).

All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement.

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER